



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 8, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: LOCAL WORKER
JOB ORDER CONTRACT PROGRAM
SPECS. VARIOUS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This action is to implement a Local Worker Job Order Contract (JOC) Program (Program).

IT IS RECOMMENDED THAT YOUR BOARD:

Find that the described purpose of the Local Worker Job Order Contract Program furthers a legitimate public interest, and approve the implementation of the Local Worker Job Order Contract Program as part of the Department of Public Works' Job Order Contract procurement process with an aspirational goal of 40 percent of California construction labor hours to be performed by qualified local workers residing in zip codes that are within a 15-mile radius of the Job Order Contract jobsite.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On November 3, 2009, your Board directed the Chief Executive Office (CEO) and Department of Public Works (Public Works) to return to your Board with a Program that would be applicable to any Public Works JOCs awarded by your Board. Approval of the recommended action will authorize the integration of the Program with Public Works' JOC program.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

"To Enrich Lives Through Effective And Caring Service"

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Local Worker JOC Program

This Program is intended to foster the employment of local workers on JOC projects managed by Public Works. The Program is designed to reduce commuting distances from home to the work site, which will in turn reduce traffic congestion, pollution, release of greenhouse gases, and commuter stress. In addition, the Program is intended to enhance a sense of community pride and identity among local workers and their neighbors arising out of local workers' efforts to improve the appearance and functionality of local public facilities.

The Program's objective is not intended to discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age, or disability, but to give work opportunities to qualified local residents where projects are being developed. Except where State or Federal laws or regulations mandate to the contrary, these provisions will apply to all eligible JOCs.

An aspirational goal of 40 percent of California construction labor hours worked by qualified local workers on eligible JOC capital projects has been established for the Program. Eligible JOC capital projects will include the renovation and refurbishment of any County building, facility, or system performed by JOC.

A worker will be considered to be local if he/she resides within a zip code that is within a 15-mile radius from the jobsite, with the exception to the Santa Clarita and Antelope Valley, where a worker will be considered to be local if he/she resides in a zip code located in the Santa Clarita Valley or in the Antelope Valley or within a 15-mile radius of the jobsite.

Monitoring of the Program will be provided by Public Works contract administration staff based on review of certified payroll records provided by the contractors. These records will be monitored by work order, hours worked, and zip code of the workers to establish the percentage of total work performed by local workers. Public Works will report the results of the Program to your Board each year.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public service.

FISCAL IMPACT/FINANCING

Public Works will work with the CEO to quantify any administrative costs attributable to the Program and present any necessary budgetary recommendations to your Board for approval.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

JOCs must be awarded to the Lowest Responsive Responsible Bidder pursuant to Public Contract Code Section 20128.5. Your Board may find that the described purpose of the Local Worker JOC Program furthers a legitimate public interest and require the selected contractor to comply with the Program.

ENVIRONMENTAL DOCUMENTATION

This action is not subject to the California Environmental Quality Act (CEQA) because it can be seen with certainty that it will not result in any significant environmental effect. The implementation of each work order under these JOCs shall be subject to prior determination and documentation by Public Works that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)


There will be no impact to County services or projects as a result of this action.

The Honorable Board of Supervisors
December 8, 2009
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CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,


for WILLIAM T FUJIOKA
Chief Executive Officer

WTF:GF:SK
DJT:SW:zu

Attachment

c: Executive Officer, Board of Supervisors
Acting County Counsel
Department of Public Works

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

LOCAL WORKER JOB ORDER CONTRACT (JOC) PROGRAM

1. Purpose of the Program

The Local Worker Job Order Contract (JOC) Program (Program) is intended to foster the employment of Local Workers on JOCs managed by the Department of Public Works (Public Works). JOCs are used to perform repair and remodeling of existing County facilities throughout the County. The Program is designed to reduce commuting distances from home to work site, which, in turn, will reduce traffic congestion, pollution, release of greenhouse gases, and commuter stress. Shorter average commutes should allow Local Workers to spend more time on personal productive pursuits, including spending time with their families and friends, which, in turn, should help workers improve their quality of life. In addition, the Program may enhance a sense of community pride and identity among Local Workers and their neighbors arising out of the Local Workers' efforts to improve the appearance and functionality of local public facilities.

The Program is not intended to discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age, or disability.

2. Definitions

For purposes of this Program, the following words, phrases, and terms are defined as follows:

- (a) Community-Based Organization (CBO) - means organizations that provide names of qualified skilled and unskilled Local Workers.
- (b) Construction Worker Hours - means the total hours worked on a work order of a JOC by Skilled and Unskilled Construction Trade Workers who are Residents of California, whether those workers are employed by the contractor or any subcontractor. Construction Worker Hours excludes the number of hours of work performed by non-California residents.
- (c) Contractor - means any person or company who is a party to a JOC from the County of Los Angeles that is managed by Public Works.
- (d) Director - means the Director of Public Works or her designee.
- (e) Local Worker - means a Skilled and Unskilled Construction Trade Worker whose residence as listed in the Certified Payroll Record, is located in the County of Los Angeles in a zip code that is located within a 15-mile radius of the work site of a work order issued to a contractor, except that Local Worker means, for work sites located in the Santa Clarita Valley area or work sites located in the Antelope Valley

area, a Skilled and Unskilled Construction Trade Worker whose residence as listed in the Certified Payroll Record is located in the County of Los Angeles in a zip code located in the Santa Clarita Valley area or the Antelope Valley area, as identified in Attachment C, or within a 15-mile radius of the work site of a work order issued to the contractor as shown in Attachments A and B.

- (f) Residents of California - mean persons whose residence, as listed in the Certified Payroll Record, is located within the boundaries of the State of California.
- (g) Skilled and Unskilled Construction Trade Worker - means all work site foremen, journey workers, apprentices, construction trainees, and helpers. Also included are other workers appropriate for work site construction activities. Salaried superintendents and other salaried management or supervisory and clerical and other nonconstruction personnel are excluded from this definition.
- (h) Subcontractor(s) - means any person or company that assumes by contract with the contractor some or all of the performance obligations of the contractor for an individual work order or entire JOC.
- (i) Work Order - means the obligation document under a JOC. Each individual project to be accomplished under a JOC will be through the issuance of a work order. A work order consists of plans, shop drawings, permits, specifications, and the scope of work required to complete the work.

3. Program for Employment of Local Workers

- (a) Where not otherwise prohibited by Federal, State, or local law or the terms of Federal, State, or local funding agreements, each JOC managed by Public Works shall contain a provision that requires the contractor, and any subcontractor, to each use its good faith efforts to employ Local Workers to perform at least 40 percent of the total Construction Worker Hours expended on each work order (Local Worker Goal). Notwithstanding the Local Worker Goal, each contractor and subcontractor may assign their core work force to perform a work order without regard to the residency of the employees that comprise their core work force. However, to the extent that a contractor or subcontractor must acquire additional Skilled and Unskilled Construction Trade Workers to perform a work order, the contractor and subcontractor shall follow the procedure set forth in Part 4 below to maximize the employment of Local Workers.
- (b) The Local Worker Goal shall not be construed as limiting the use of Local Workers at a participation level in excess of the Local Worker Goal.

4. Work Force Table and Recruitment of Additional Workers

- (a) Prior to the commencement of work on any work order, each contractor and subcontractor(s) shall complete and submit to the Director a work force table. This document shall identify the estimated work force requirements for the duration of the

work order, broken down by trade. This document shall be revised as required throughout the performance of the work order work until it is completed.

- (b) In the event the contractor or a subcontractor must augment its core work force in order to perform a work order, a request must be submitted by the contractor or subcontractor to the CBO identified herein or other employment resources to request qualified Local Workers available for hire. A copy of said request must be sent, at the same time, to Public Works' authorized representative. However, in the event the contractor or subcontractor is required by agreements with labor organizations to obtain any additional labor from organized labor referral services, the contractor and subcontractor agree to use good faith efforts to request referrals of Local Workers from organized labor referral services, and the contractor or subcontractor will not be required to request Local Workers from the CBO's identified herein.
- (c) CBOs that are available to contractors and subcontractors throughout the County for finding qualified Local Workers include WorkSource centers that do not charge a fee for providing referrals of qualified workers. If these or other employment resources do not respond within 72 hours from the time the request is submitted by the contractor or subcontractor, or if the CBO cannot provide a worker that resides within the target zip codes, the contractor or subcontractor may hire workers from anywhere within the County, and if unsuccessful in hiring County residents, the contractor or subcontractor may hire workers without regard to their residence. A list of WorkSource centers can be obtained online under www.worksourcecalifornia.com and a copy is provided in Attachment D. Attachment E is a flow chart that outlines the steps to be followed when hiring Local Workers. There are other CBOs throughout the County that can be accessed for finding qualified Local Workers.

5. Monitoring by Director and Reporting by Contractor

- (a) The Director shall separately monitor the use of Local Workers on work orders and shall report his/her findings in writing to the County of Los Angeles Board of Supervisors on an annual basis.
- (b) The contractor shall provide for the maintenance of all records, including subcontractor records, documenting the employment of Local Workers on a work order. The contractor and subcontractor(s) shall maintain documents supportive of every Local Workers' record of residence.
- (c) Certified payroll reports in a format specified by the Director shall be submitted not less than once per week to the Director for each work order and shall identify clearly the actual residence of every employee on each submitted certified payroll.
- (d) Full access to the contractor's(s') and subcontractor's(s') employment records that document information that relates to the requirements of this Program shall be

granted to the Director. The contractor and subcontractor(s) shall maintain all relevant personnel data in records for a period of at least three (3) years after final completion of the JOC. This retention period may be extended in writing by the Director based upon audit irregularities.

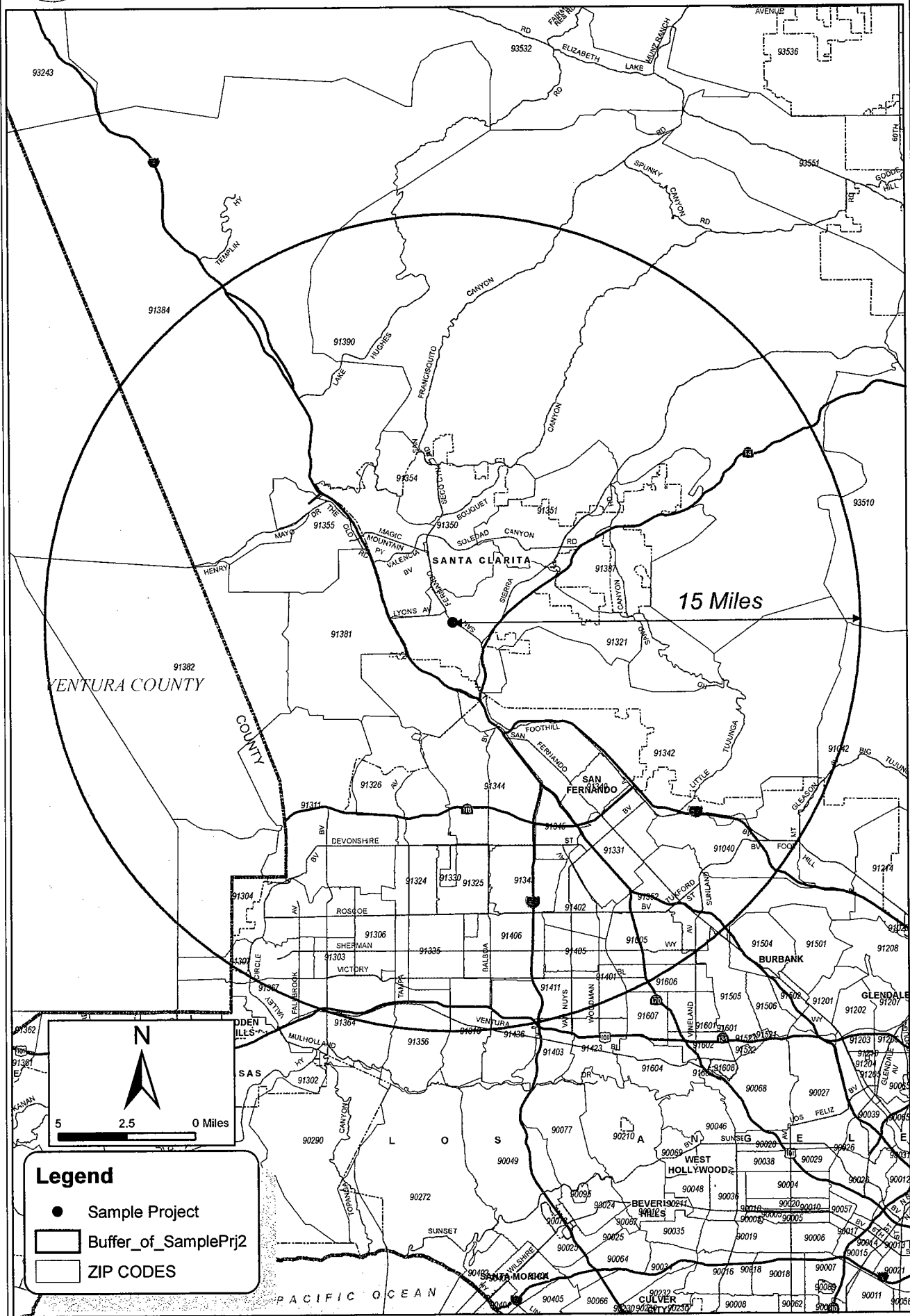
- (e) The Director may require affidavits and other supporting documentation from the contractor and/or subcontractor(s) to verify or clarify that an employee is a Local Worker when doubt or lack of clarity has arisen.



SAMPLE PROJECT 1 WITH 15-MILE RADIUS ATTACHMENT A

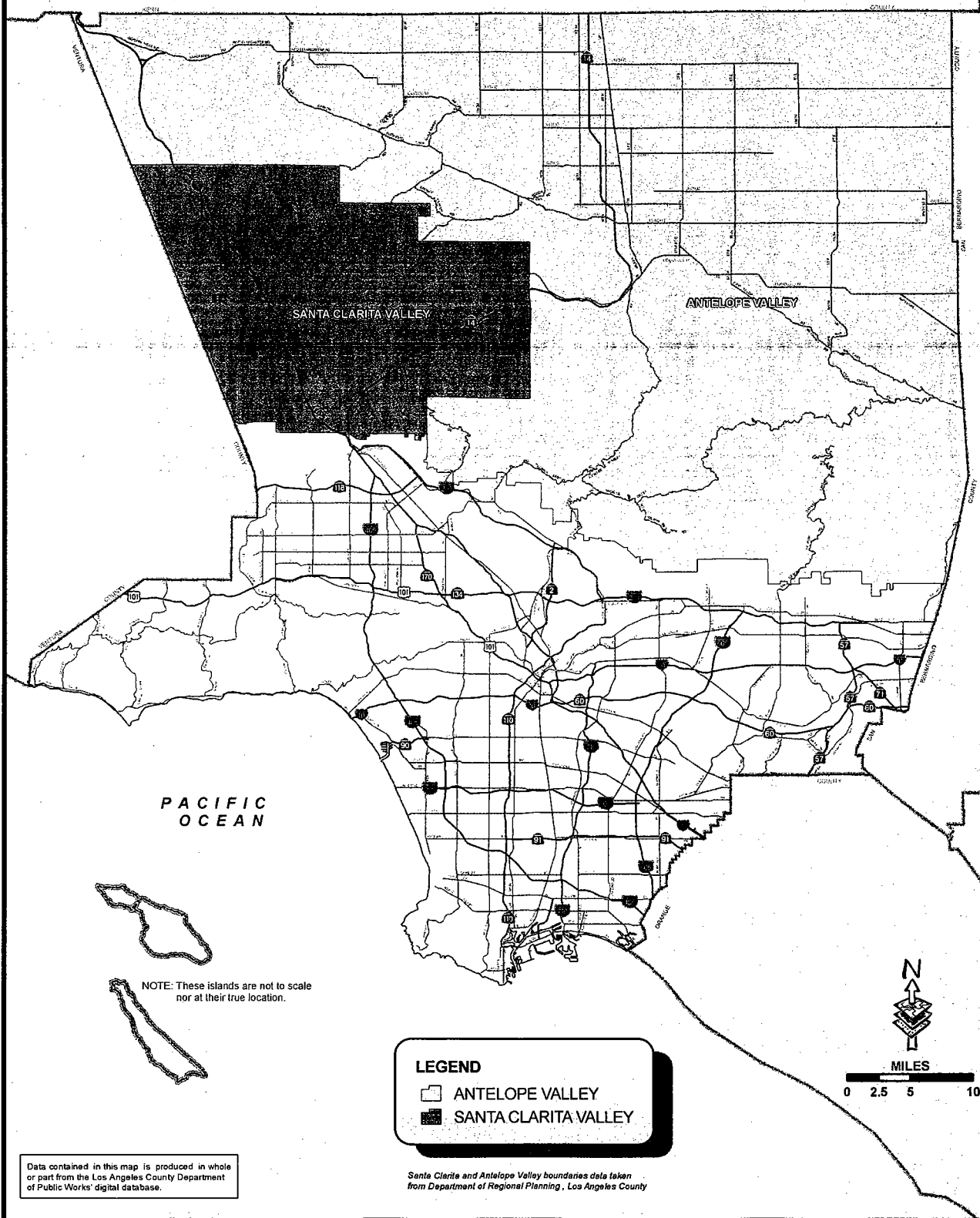


SAMPLE PROJECT 2 WITH 15-MILE RADIUS ATTACHMENT B





Santa Clarita & Antelope Valley Map ATTACHMENT C



ATTACHMENT D

WorkSource Centers

Antelope Valley Area

Antelope Valley College

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6358
Fax: (661) 722-6623
TTY: (661) 722-6300 x6362

Antelope Valley WorkSource Center

1420 West Avenue I
Lancaster, CA 93534
(661) 726-4128
Fax: (661) 945-5767

Santa Clarita WorkSource Center

20655 Soledad Canyon Road., Suite 25
Santa Clarita, CA 91351
(661) 424-1062
Fax: (661) 424-0651

South Valley WorkSource Center

1817 East Avenue Q, Suite A-12
Palmdale, CA 93550
(661) 265-7421
Fax: (661) 265-9322

Burbank/Glendale/Pasadena Area

Foothill Workforce Investment Board

1207 E. Green Street
Pasadena, CA 91106
(626) 796-5627
TTY: (626) 300-5616
Fax: (626) 304-7902
Site: <http://www.foothilletc.org>

Verdugo Jobs Center of Glendale Consortium WIB

1255 S. Central Avenue
Glendale, CA 91204
(818) 409-0476
TTY: (818) 409-7236
Fax: (818) 409-0496
Site: <http://www.verdugojobscenter.org>

Downtown and Central Los Angeles

Downtown WorkSource Center Chicana Service Action Center

315 W. 9th Street, Suite 101
Los Angeles, CA 90014
(213) 629-5800
TTY: (213) 430-0660
Fax: (213) 430-0657
Site: <http://www.worksourcecalifornia.com>

Chinatown WorkSource Center Chinatown Service Center

767 North Hill Street, Suite 400
Los Angeles, CA 90012
(213) 808-1700
TTY: (213) 808-1719
Fax: (213) 680-0787
Site: <http://www.cscla.org>

Hollywood Area

Hollywood WorkSource Center Managed Career Solutions, Inc

Los Angeles City College
855 N. Vermont, Bungalow B - 10
Los Angeles, CA 90029
(323) 960-1300
(323) 953-4002
Fax: (323) 953-4018
Site: <http://www.hollywoodworksource.com>

West Hollywood WorkSource Center Jewish Vocational Services

5757 Wilshire Blvd., Promenade 3
Los Angeles, CA 90036
(323) 904-4900
TTY: (800) 735-2929
Fax: (323) 904-4905

East Los Angeles County Area

Career Partners WorkSource Center

3505 North Hart Avenue
Rosemead, CA 91770
(626) 572-7272
TTY: (626) 569-0682
Fax: (626) 572-9100

Central San Gabriel Valley WorkSource Center

11635 Valley Blvd., Unit G
El Monte, CA 91732
(626) 258-0365
TTY: (626) 258-0429
Fax: (626) 258-0428

Chicana Service Action Center WorkSource Center

3601 East First Street
Los Angeles, CA 90063
(323) 264-5627
TTY: (213) 629-5800
Fax: (323) 980-1775

City of Pomona L.A. Urban League WorkSource Center

264 E. Monterey Avenue
Pomona, CA 91767
(909) 623-9741
TTY: (909) 469-2561
Fax: (909) 620-8845

East Los Angeles Employment & Business WorkSource Center

5301 Whittier Blvd., 2nd Floor.
Los Angeles, CA 90022
(323) 887-7122
TTY: (323) 832-1279
Fax: (323) 887-8236

L.A. Works WorkSource Center

5200 Irwindale Blvd., Suite 130
Irwindale, CA 91706
(626) 960-3964
TTY: (626) 960-3964
Fax: (626) 960-6777

Los Angeles Metro Area

Wilshire-Metro WorkSource Centers Community Career Development, Inc.

3550 Wilshire Blvd., Suite 500
Los Angeles, CA 90010
(213) 365-9829
TTY: (213) 368-0047
Fax: (213) 365-9839
Site: <http://communitycareer.org/>

Northeast Los Angeles Area

Metro North WorkSource Center Goodwill Industries of Southern California

342 North San Fernando Rd.
Los Angeles, CA 90031
(323) 539-2000
TTY: (323) 539-2057
Fax: (323) 539-2022
Site: <http://www.goodwillsocal.org/>

Northeast WSC Arbor Education & Training

3825 N. Mission Road
Los Angeles, CA 90031
(323) 352-5100
TTY: (323) 352-5103
Fax: (323) 352-5081
Site: <http://www.arboret.com>

San Fernando Valley Area

Canoga Park-West Hills WorkSource Center Arbor Education & Training, LLC.

21010 Vanowen Street
Canoga Park, CA 91303
(818) 596-4448
TTY: (818) 596-4155
Fax: (818) 596-4140
Site: <http://www.arboret.com>

Chatsworth-Northridge WorkSource Centers

Build Rehabilitation Industries, Inc.

9207 Eton Ave.

Chatsworth, CA 91311

(818) 701-9800

TTY: (818) 701-9850

Fax: (818) 701-9801

Site: <http://www.buildonestop.com>

Northeast San Fernando Valley

WorkSource Center

LA Mission College

11623 Glenoaks Blvd.

Pacoima, CA 91331

(818) 890-9400

TTY: (818) 890-9452

Fax: (818) 899-5830

El Proyecto del Barrio

WorkSource California

9024 Laurel Canyon Blvd.

Sun Valley, CA 91352

(818) 504-0334

TTY: (800) 504-1974

Fax: (818) 504-2625

Site: <http://www.wscalnetwork.org/>

Van Nuys-North Sherman Oaks

WorkSource Center Arbor Education & Training, LLC

15400 Sherman Way, #140

Van Nuys, CA 91406

(818) 781-2522

TTY: (818) 374-7024

Fax: (818) 781-3810

Site: <http://www.worksourcecalifornia.com>

South Bay Area

Compton Career Link

WorkSource Center

700 North Bullis Rd.

Compton, CA 90221

(310) 602-3050

Fax: (310) 605-3067

Employment Development Department - Torrance

1220 Engracia Ave.
Torrance, CA 90501
(310) 782-2101
Fax: (310) 320-0488

Harbor WorkSource Center

Pacific Gateway WIN

1851 N. Gaffey St. # F
San Pedro, Ca 90731
(310) 732-5700
TTY: (310) 732-5714

**South Bay One-Stop Business & Career Center
Beach Cities**

320 Knob Hill Suite 4
Redondo Beach, CA 90277
(310) 318-0645
TTY: (310) 316-9881
Fax: (310) 543-1730

**South Bay One-Stop Business & Career Center
Inglewood**

110 S. La Brea Ave. Inglewood, CA 90301
(310) 680-3700
TTY: (310) 674-6054
Fax: (310) 680-4098

**South Bay One-Stop Business & Career Center
Gardena**

16801 S. Western Ave., Suite A
Gardena, CA 90247
(310) 217-9579
TTY: (310) 327-3596
Fax: (310) 217-6146

**South Bay One-Stop Business & Career Center
Carson**

1 Civic Plaza Drive, Suite 500
Carson, CA 90745
(310) 233-4888
Fax: (310) 233-4886

South Bay Workforce Investment Board

11539 Hawthorne Blvd., Suite 500

Hawthorne, CA 90250

(310) 970-7700

TTY: (800) 735-2922

Fax: (310) 970-7711

Site: <http://www.sbwib.org>

South Los Angeles Area**Housing Authority WorkSource Portals****Jordan Downs WorkSource Portal**

2101 E. 101st Street

Los Angeles, CA 90002

(323) 249-7751

Fax: (323) 249-7754

Imperial Courts WorkSource Portal

11534 Croesus Avenue, Suite 413

Los Angeles, CA 90059

(323) 249-2910

Fax: (323) 249-2917

Los Angeles Urban League**WorkSource Business and Career Center**

12700 S. Avalon Blvd.

Los Angeles, CA 90061

(323) 600-1106

TTY: (323) 600-0184

Fax: (323) 600-0186

Nickerson Gardens WorkSource Portal

1495 E. 114th St., Unit # 1106

Los Angeles, CA 90059

(323) 357-3980

Southeast L.A. Crenshaw WorkSource Center**United Auto Worker Labor Employment
and Training Corp. (UAW-LETC)**

3965 S. Vermont Ave

Los Angeles, CA 90037

(323) 730-7900

TTY: (323) 730-7937

Fax: (323) 730-7934

Site: <http://www.letc.com>

**Southeast Los Angeles- Watts WorkSource Center
Watts Labor Action Committee (WLCAC)**

10950 S. Central Ave
Los Angeles, CA 90059
(323) 563-4702 | (323) 563-5682
TTY: (323) 563-5684
Fax: (323) 563-5636
Site: <http://www.wlcac.org>

**South Los Angeles WorkSource Center
Community Centers Inc.**

7518 South Vermont Ave.
Los Angeles, CA 90044
(323) 752-2115
TTY: (323) 752-9215
Fax: (323) 789-4574
Site: <http://www.cciworksource.org>

Southeast Los Angeles

Hub Cities Career WorkSource Center

2677 Zoe Avenue, 1st & 2nd Floor
Huntington Park, CA 90255
(323) 586-4700
Fax: (323) 586-4702

Long Beach Career Transition Center

3447 Atlantic Avenue
Long Beach, CA 90807
(562) 570-3700
TTY: (562) 570-4629
Fax: (562) 570-3794

**Partners for Progress
WorkSource Center (SASSFA)**

10400 Pioneer Blvd., Suite 9
Santa Fe Springs, CA 90670
(562) 946-2237
TTY: (562) 236-2899
Fax: (562) 946-5818

**SASSFA – Paramount Employment
and Training Center**

15538 Colorado Avenue
Paramount, CA 90723
(562) 633-9511
Fax: (562) 633-9514

**Southeast Los Angeles County
Workforce Investment Board (SELACO)**
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703
(562) 402-9336
Fax: (562) 860-4701

Southwest Los Angeles Area

**Crenshaw Worksource
Services (EDD)**

5401 Crenshaw Blvd.
Los Angeles, CA 90043
(323) 290-5111
TTY: (323) 290-5179
Fax: (323) 290-5109

**Los Angeles Urban League
Youth Services**

5414 Crenshaw Blvd.
Los Angeles, CA 90043
(323) 292-8111
Fax: (323) 292-7851

**West Adams-Baldwin Hills Satellite
WorkSource Center L.A. Urban League**

5681 W. Jefferson Blvd.
Los Angeles, CA 90016
(323) 525-3740
TTY: (323) 931-9076
Fax: (323) 525-3799
Site: <http://www.laul.org>

West Los Angeles County

Mar Vista Gardens Satellite

4909 Marionwood Drive
Culver City, CA 90232
(310) 915-0531
Fax: (310) 915-0586

Marina del Rey WorkSource Center
operated by Jewish Vocational Services (JVS)
13160 Mindanao Way, Suite 240
Marina del Rey, CA 90292
(310) 309-6000
TTY: (310) 309-6018
Fax: (310) 309-6032

Call this center directly or **(888) 226-6300** for more information about building your business or getting your career moving with WorkSource.

To search or post jobs in the United States, visit Career One-Stop at <http://www.careeronestop.org/> and America's Job Bank at <http://www.aib.org/>

HIRING PROCESS FOR LOCAL WORKER JOC PROGRAM